

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

**Thursday, June 11, 2012
Conference Room B, Audrey Beck Municipal Building
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Denise Keane, Paul Shapiro

Staff Present: Maria Capriola, Assistant to Town Manager, Matt Hart, Town Manager

The meeting was called to order at 6:03 p.m.

1. PUBLIC COMMENT

None.

2. APPROVAL OF MINUTES

The meeting minutes of 6/4/12 were moved as presented by Shapiro and seconded by Keane. The minutes were unanimously approved as presented.

3. TOWN MANAGER PERFORMANCE REVIEW PROCESS/TIMELINE

Discussion occurred as to the performance review instrument that should be used for the FY 11/12 evaluation. A draft form was reviewed; the draft form has approximately 40 +/- rating questions and used a four-point rating scale. The Committee reviewed potential questions that could be used in a 360 degree evaluation process. Frequency of the 360 degree evaluations and participants in the process were discussed. Revisions to the draft form, 360 degree evaluation questions, and the self-evaluation instrument will be reviewed at the next meeting.

Shapiro made the motion, seconded by Keane to adjourn the meeting. The meeting adjourned at 7:22 p.m. The next meeting is scheduled for Monday, June 18, 2012.

Respectfully Submitted,
Maria E. Capriola, M.P.A.
Assistant to Town Manager